

AGENDA
PUBLIC WORKS COMMISSION
CITY OF CROSSLAKE
MONDAY, MAY 2, 2022
4:00 P.M. – CITY HALL

1. Call to Order
2. Approve Minutes of April 4, 2022 (Motion)
3. Phil Martin – Update on Sewer Extension Project
4. Phil Martin – Update on 2022 Road Improvement Projects
5. Phil Martin – Update on Capital Improvement Plan
6. Mike Lyonais – Update on Oxidation Ditch Building Improvements at Sewer Plant
7. Other Business That May Arise
8. Adjourn

CITY OF CROSSLAKE
PUBLIC WORKS COMMISSION
MEETING MINUTES
MONDAY, APRIL 4, 2022
4:00 P.M. – CITY HALL

Pursuant to due notice and call the Public Works Commission held its regular monthly meeting on Monday, April 4, 2022 in City Hall. The following Commission Members present: Tim Berg, Mic Tchida, Gordon Wagner, and Bob Frey. Tom Swenson was absent. Also in attendance were City Administrator Mike Lyonais, City Clerk Char Nelson, Council Liaison Dave Nevin, and City Engineer Phil Martin.

1. The meeting was called to order at 4:00 P.M. by Mic Tchida.
2. Bob Frey stated that the comments he made at the March meeting, requesting the City Engineer to determine the classification Dodo Fraser's property and whether Casper Construction had warfare and terrorism insurance, were not included in the minutes and felt they should be. Phil Martin replied that the Fraser property is zoned Limited Commercial and that the ordinance bases its assessments on zoning, not use. Mr. Martin stated he did not review the insurance clause but will do that this week and send an email to the commission members. A MOTION WAS MADE BY GORDON WAGNER, SECONDED BY BOB FREY TO APPROVE THE MARCH 7, 2022 MEETING MINUTES WITH THE ADDITION OF MR. FREY'S COMMENTS AS STATED. ALL IN FAVOR.
3. Phil Martin reported that the Council held a closed meeting to discuss Log Church storm sewer negotiations and the Council made a motion to hold the assessment hearing for the Sewer Extension Project on Monday, May 9, 2022 at 5:00 P.M. in City Hall. Mr. Martin stated that the Council needs to determine which assessment scenario they would like to move forward with so that notices of the hearing can be published and mailed to affected property owners. A discussion ensued regarding each scenario, connection charges, and the stormwater project. Phil Martin showed the construction schedule from Casper Construction, which starts May 16 and goes through August 30. These dates are subject to change but the contract is for 65 working days. Gordon Wagner stated that many motorists will use Old Log Landing roads as a detour and asked if there is a provision to repair those roads. Phil Martin replied that the official detour is West Shore Drive and there has been no discussion to repair roads.
4. The Commission reviewed the bids for the 2022 Road Improvement Projects. Bob Frey wondered if the bidders understood Line #11 on the abstract, noting that the bidders were approximately 60% under the engineer's estimate. Phil Martin replied that the estimate could depend on their stockpile of material. A MOTION WAS MADE BY GORDON WAGNER AND SECONDED BY TIM BERG TO RECOMMEND THAT THE CITY COUNCIL AWARD BID FOR 2022 ROAD IMPROVEMENT PROJECTS TO ANDERSON BROTHERS. ALL IN FAVOR.
5. Phil Martin asked for clarification on the extent of service of the 5-Year Capital Plan that the Commission wanted. A discussion ensued regarding having the roads re-rated or simply adding cost of inflation to the existing plan. Dave Nevin stated that Shafer Road is in bad condition and stated he did not think it was on the 5-year plan. Phil Martin stated that he

would update the current plan by removing projects that are completed and reviewing the priority list of roads needing work.

6. The Commission reviewed a quote from Kamco for crack sealing City parking lots and mastic sealing identified roads. A discussion ensued regarding the difference between crack sealing and mastic sealing. Mike Lyonais noted that this amount was included in the 2022 Budget for crack sealing. A MOTION WAS MADE BY TIM BERG AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL AWARD KAMCO THE CONTRACT FOR MASTIC AND CRACK SEALING ROADS AT A COST OF \$50,000. ALL IN FAVOR. Phil Martin stated that he would research the Mastic product and provide information to the commission next month.
7. The Commission reviewed an estimate from Trana Masonry for a 30' x 80' cement slab in the sewer oxidation building. Mike Lyonais reported that this was part of the 2022 Budget and included in the space needs report. A lengthy discussion ensued regarding which building this was and what would be stored there. A MOTION WAS MADE BY BOB FREY AND SECONDED BY GORDON WAGNER TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE ESTIMATE FROM TRANA MASONRY FOR 30'X80' CEMENT SLAB AT A COST OF \$12,462.50. ALL IN FAVOR.
8. Tim Berg asked the status of the Harbor Lane construction project. Phil Martin replied that there will be maps in City Hall and on the website for residents to view and that the project is moving forward.

Bob Frey stated that when the Commission toured the Public Works facilities, Ted Strand had an air compressor that was charging and said it had to be charging all the time in order to work. Mr. Frey suggested that the commission recommend that the equipment be repaired. Mike Lyonais replied that Mr. Strand had authority to repair if he felt it was needed.

Bob Frey stated that he noticed the condition of the columns in the wash bay at the Public Works facility and that they were in need of repair. Mr. Frey stated that many bolts were missing. Mr. Frey provided drawings for the City to use to repair the wash bay. Mike Lyonais stated that the County Engineer reviewed the situation and was taking action.

Bob Frey asked the status of the surplus items in the storage garages at the Public Works facility. Char Nelson replied that the Fire and Public Works Departments were bringing lists of surplus equipment to the Council for approval to sell or dispose of.

Phil Martin noted that he will be bringing a proposal for engineering services to the Council for finishing the 2022 Road Improvement projects.

9. A MOTION WAS MADE BY MIC TCHIDA, SECONDED BY BOB FREY TO ADJOURN THE MEETING AT 5:10 P.M. ALL IN FAVOR.

Charlene Nelson
City Clerk



Real People. Real Solutions.

MEMORANDUM

Date: April 29, 2022
To: Mike Lyonais, City Administrator
From: Phil Martin, PE
Subject: Projects Update for May 2, 2022 Public Works Meeting

CSAH 66 Improvements

A preconstruction meeting with the Contractor was held on April 7, 2022 and a formal schedule provided that indicated Phase 1 construction is planned from May 16, 2022 to July 1, 2022 and Phase 2 construction is planned from July 1, 2022 to August 31, 2022.

Our staff has been meeting with residents to identify sewer service connection locations and answer general project construction questions. We have obtained 6 of the 13 temporary easements from property owners.

We recently had advanced warning road closure signage placed as requested by Crow Wing County during the pre-construction meeting with plans to have the additional traffic control and detour signage placed just prior to the start of construction. We have received a lot of feedback, mostly negative, but some constructive that we are using to revise and supplement the traffic control signage that was originally developed with City staff. Unfortunately, negative feedback at the introduction of traffic control happens too often when initially set up. We are confident that with some revisions, supplemental signage, and time, a better understanding of the situation will be developed by the public and directly impacted property owners. A couple of the revisions are as follows:

- The “local” detour using neighborhood roads east of Phase 1 will be formalized and signs placed to establish that detour route per Council direction. We are going to accelerate the installation of the detour signage nearer the road closure area to emphasize there is continue local traffic use.
- Impacted business signage will be added to direct access to business locations depending upon the progress of construction.
- Traffic will not be formally detoured onto West Shore Drive. Rather the detour signage will direct detour to CSAH 39 and CSAH 16. We anticipate some will still use West Shore Drive because it is a shorter distance.

We are realistic in our expectation that this will not appease all. However, we will continue to consider feedback we receive to determine if there are additional things to make the situation better. Our staff has been engaging residents and handed out a construction newsletter to the residents on Friday, April 29, 2022.

We provided a preliminary estimate of potential connection charges (attached) for Moonlite Bay, Moonlite Square, and the Car Wash to the City Council at their recent special meeting. We are still collecting flow data from 2022. This information will help us develop an approach with these three properties to set their connection charge. We anticipate this effort will come to a culmination in August or September 2022.

****Potential Action Items****

Log Church Stormwater Easement – Per the direction of the City Attorney, we made a counteroffer to the Log Church for their stormwater easement. I have included my counter-offer email and the Log Church’s

counter-offer response. This is an item the City Council will need to consider further. The PW Committee can make a recommendation to the City Council if they would like.

Sanitary Sewer Extension Additions – At our last meeting with Ted before he left, he expressed interest in extending the sanitary sewer further on CSAH 16 for future connection by property in Loveland Harbor and extending sanitary sewer to the west side of CSAH 66 across from the Car Wash for a future Bourbon Room connection. We have not had any discussions with Loveland Harbor properties or the Bourbon Room and are only bringing Ted's recommendations forward for consideration. We estimate the cost to extend each as follows:

- Future Loveland Harbor Access - \$20,675
- Future Bourbon Room Access - \$10,380

The PW Commission may want to consider and provide comment regarding this situation. If there is a desire to do this additional work, the City should be mindful of the currently supply train issues and advise the contractor as soon as a decision is made.

2022 Street Improvements

Construction contracts were submitted to Anderson Brothers for execution. We have not received those back at this time. We will schedule a pre-construction meeting once those contracts are received and approved by the City.

Letters were submitted to properties along that portion of Harbor Lane that did not have a dedicated public easement or right-of-way. The purpose of the letter was to initiate a dialogue regarding the City's interest in obtaining an easement for the existing road. A copy of one of the property owner letters is attached.

Capital Improvement Plan Update

Per committee direction, I will bring an updated existing CIP to the meeting for discussion. Based on the feedback of the PW Committee regarding desired scope, we would provide a proposal for CIP update for the June 2022 PW committee meeting.

Warfare & Terrorism Clause

Based on my research, our project contracts use EJCDC standard documents. As a result, we do not believe that the EJCDC standard documents require specific warfare and terrorism coverage from contractors as a specific endorsement to the standard ISO CGL policy. If this is an item the City would like included, we can require the Contractor to provide it, but we anticipate the City should expect to pay for that inclusion. The City Attorney should be engaged regarding the inclusion of this clause if the City is interested in going this route.

Mastic Information

I reached out to Ken Tormanen from KAMCO, Inc. to discuss the Mastic product. He has worked with the City for years. He provided me some background on the product and technique which I included with this update.

Flow / Connection Determination – For Informational Purposes Only

Late 2018/early 2019 Connection Charge Estimate Based on Chapter 50

PID	Representative Location	Est ERU (Ch 50)	Zoning	SAC Fee						
1200812051BC009	Car Wash	12	Commercial	\$ 78,000.00	3-25, flow and recycle dependent					
120081406JB0009	Moonlight Square (Store/Pumps)	3	Commercial	\$ 19,500.00	3-4, 1 Eru/ gas pumping, 1 ERU/ 3000 sf convenience (9000 total - liquor, fast food),					
120081406L00009	Moonlight Bay (North Parking to CSAH 16)	0	Commercial	\$ -						
120081406M00009	Moonlight Bay (S Parking/Bldg/Property to Daggett Pine Rd)	27	Commercial	\$ 175,500.00	1 ERU / 8 seats			220 seats		

Water Meter Basis – Summer 2019

Overview 2019 Consumption Table (Gallons Per Day)									
Month	Moonlite Square Car Wash			Moonlite Square Convenience Store			Moonlite Bay Restaurant		
	Average	High	75th Percentile	Average	High	75th Percentile	Average	High	75th Percentile
May*	2146	5722	2824	1068	1529	1256	1441	4119	1793
June	3500	7134	4471	720	2036	799	1900	4410	2269
July	2983	5166	5166	531	897	599	2730	5914	3192
August**	2786	4305	3343	812	1145	1069	2729	4878	3434
Overall	2962	7134	3910	757	2036	932	2154	5914	3000
*Partial Month May 8 thru 31									
** Partial Month Aug 1 thru 12									

Connection Determination Examples

1 connection = 274 gallons per day per Chapter 50

	High Flow	Calculated	Connections	Charge	75th Percentile	Calculated	Connections	Charge
Moonlite Square Car Wash	7134	26.0	26	\$ 169,000.00	3910	14.3	14	\$ 91,000.00
Moonlite Square Convenience	2036	7.4	7	\$ 45,500.00	932	3.4	3	\$ 19,500.00
Moonlite Bay Restaurant	5914	21.6	21	\$ 136,500.00	3000	10.9	10	\$ 65,000.00

Water Meter Basis – 2022

In Progress



Crosslake Evangelical Free Church · 37218 County Road 66, Crosslake, MN 56442 · 218-692-4141

April 13, 2022

Bolton & Menk
Attn: Phil Martin, P.E.
City Engineer for the City of Crosslake
7656 Design Road Suite 200
Baxter, MN 56425-8676

RE: CSAH 66 Improvements Perpetual Utility Easement Offer-Crosslake, MN

Thank you for your response and acknowledging the value of our property for a perpetual utility easement being \$15,000. We also understand that we cannot be a part of the design of the pond since you have completed that phase of the work.

We would like to request a copy of the plan for the pond design. We still are concerned that the removal of trees will create an issue for our neighbors having the barrier removed between their homes and our parking lot lights. This may be resolved by simply checking to see if any trees are added to the east side of the pond or if that is something that could be considered.

Finally, regarding the Church waving a right to appeal the assessment to our property. As the City stated at the city meeting in February the two issues are separate matters, and each should be negotiated on its own merit. Since that was the City's position in February, we will agree to decline waving our right to appeal on this matter. I trust that with this minor change we can settle this matter for The Church agreeing to this easement agreement.

We appreciate your consideration of our counteroffer. Please feel free to contact me at 612-581-2225 or via email at troy@crosslakeefc.org if you have questions, require additional information, or have information you would like to share with the church.

Sincerely,

Troy Nelson
Executive Pastor

Ben Gibbs
Elder Chairman on behalf of the Elders of The Log Church

Phil Martin

From: troy@crosslakeefc.org
Sent: Wednesday, April 13, 2022 4:31 PM
To: Phil Martin
Cc: 'Ben Gibbs'; 'Mike Lyonais'; 'Brad Person'
Subject: RE: Easement
Attachments: Easement Response Letter 4.13.22.docx

Hi Phil,

We received your email in great timing as 30 minutes after receiving the email we had an Elder board meeting. This gave us to promptly discuss the cities offer. Attached you will find our response.

Thanks for your consideration!

Troy

From: Phil Martin <Phillip.Martin@bolton-menk.com>
Sent: Tuesday, April 12, 2022 5:57 PM
To: troy@crosslakeefc.org
Cc: Ben Gibbs <bennett.gibbs@gmail.com>; Mike Lyonais (mlyonais@crosslake.net) <mlyonais@crosslake.net>; Brad Person <brad@breenandperson.com>
Subject: RE: Easement

Hi Troy

Per your letter dated March 9, 2022, I have information to share.

The Church's response was brought to the City Council for consideration. Based on that discussion I have been directed by the City Attorney to provide the following response/counteroffer:

The City would agree to pay \$15,000 for the stormwater easement if the Church agrees to waive their right to appeal the assessment to their property. The design of the stormwater area has been completed and a construction bid has been accepted. Therefore, the Church would not be allowed participation in the design of the pond.

This response/counteroffer is subject to final Council approval. The assessment agreement would not be finalized until after the May 9, 2022 Final Assessment Hearing.

Let me know if you have questions.

Thanks

Phil Martin
218-821-7265

From: troy@crosslakeefc.org <troy@crosslakeefc.org>
Sent: Wednesday, March 9, 2022 8:02 PM
To: Phil Martin <Phillip.Martin@bolton-menk.com>

Cc: Ben Gibbs <bennett.gibbs@gmail.com>

Subject: Easement

Hi Phil,

Attached is the response from the church regarding your offer for the perpetual utility easement as directed by our Elder Board. Let me know if you have any questions.

Thanks

Troy

Troy J Nelson
Executive Pastor
troy@crosslakeefc.org
612-581-2225





Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

April 26, 2022

Timothy A. & Susan V. Kavanaugh
12195 Harbor Lane
Crosslake, MN 56442

RE: Harbor Lane Improvement

Dear Property Owner:

The City of Crosslake has started to plan for the proposed improvement of Harbor Lane during the 2023 construction season. During our preliminary field survey work, we determined that the existing Harbor Lane occupies your property but did not find record of easement or public dedication of right-of-way.

As a result, we are reaching out to you to inform you of the City's interest in working with you to acquire the appropriate public right-of-way for the portion of Harbor Lane that occupies your property. We anticipate that will require meetings, preparation of proposed easement, field staking of proposed easement, appraisal, and potentially an offer for compensation.

For your review, I have included an exhibit that shows the existing conditions of Harbor Lane. You will note that the existing pavement has an average width of about 20 feet and that private utility company infrastructure is located adjacent to Harbor Lane that may or may not have recorded easement. Our hope is that we can work cooperatively with you to acquire the need right-of-way so that Harbor Lane can be improved in 2023.

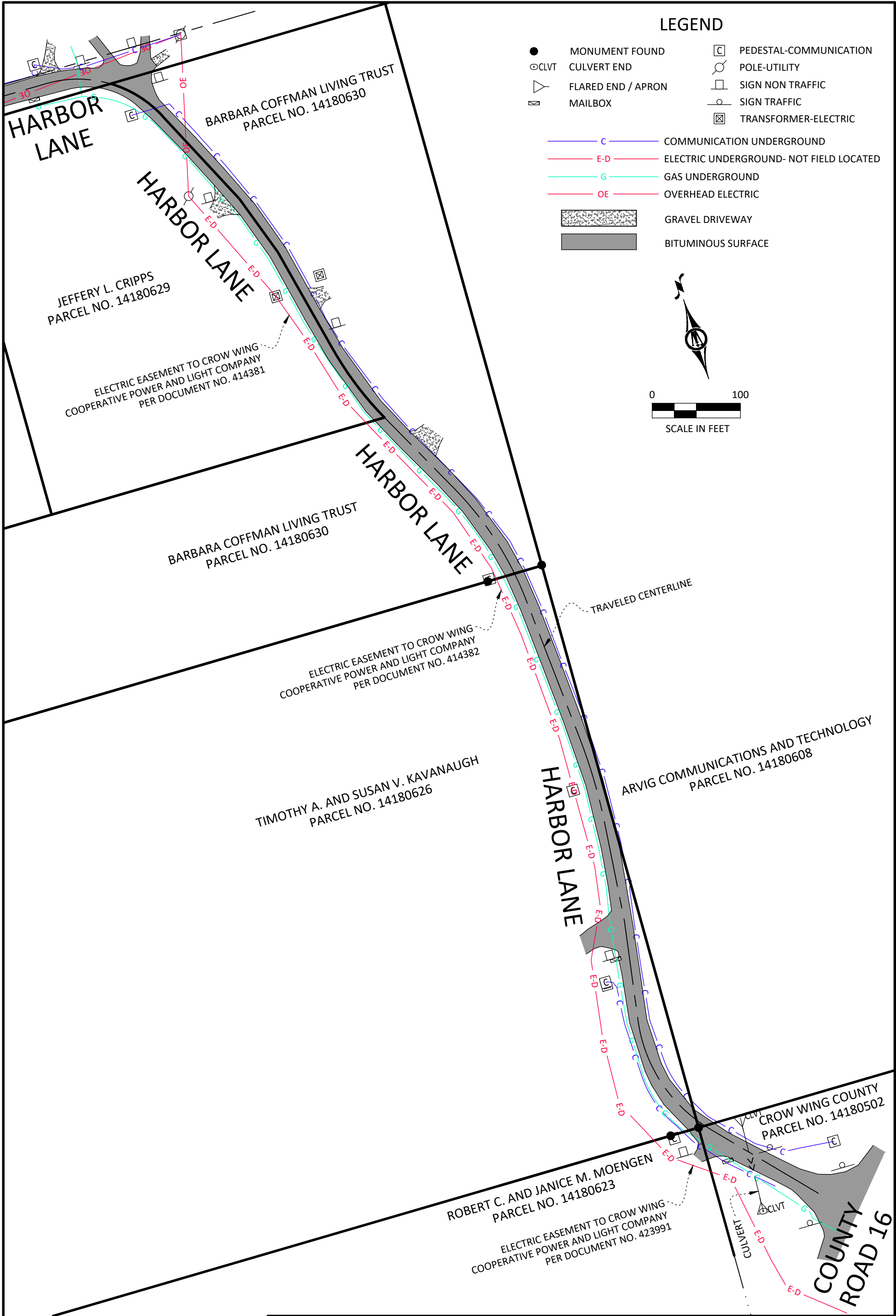
If you have any questions, please feel free to contact me at 218-821-7265 or Phillip.Martin@bolton-menk.com.

Sincerely,
Bolton & Menk, Inc.

Phil Martin, PE
City Engineer

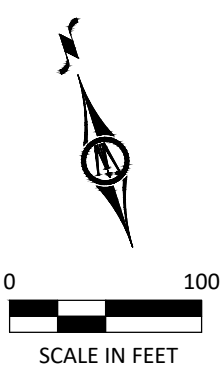
Enclosures – Existing Harbor Lane Location (2 pages)

Cc: Mike Lyonais, Crosslake City Administrator

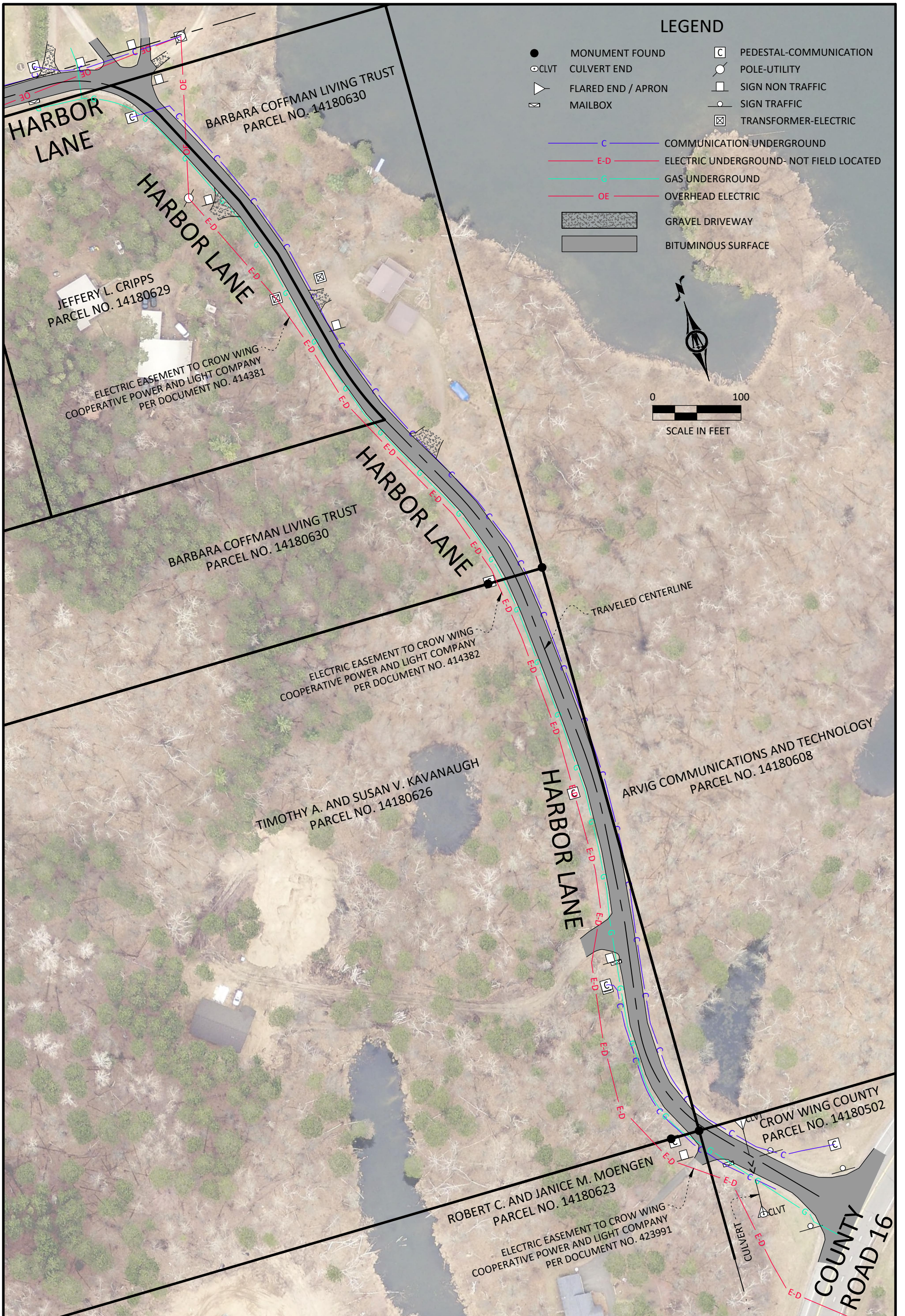


LEGEND

- MONUMENT FOUND
- CLVT CULVERT END
- △ FLARED END / APRON
- ✉ MAILBOX
- PEDESTAL-COMMUNICATION
- POLE-UTILITY
- SIGN NON TRAFFIC
- SIGN TRAFFIC
- ☒ TRANSFORMER-ELECTRIC
- C — COMMUNICATION UNDERGROUND
- E-D — ELECTRIC UNDERGROUND- NOT FIELD LOCATED
- G — GAS UNDERGROUND
- OE — OVERHEAD ELECTRIC
- ▨ GRAVEL DRIVEWAY
- BITUMINOUS SURFACE



<p>HARBOR LANE ROAD EXHIBIT CROSSLAKE, MINNESOTA</p>		<p>PART OF SECTION 18 T137N, R27W CROW WING COUNTY MINNESOTA FOR: CITY OF CROSSLAKE</p>
<p>BOLTON & MENK</p>	<p>7656 DESIGN ROAD, SUITE 200 BAXTER, MINNESOTA 56425 (218) 825-0684</p>	



HARBOR LANE ROAD EXHIBIT
CROSSLAKE, MINNESOTA



7656 DESIGN ROAD, SUITE 200
BAXTER, MINNESOTA 56425
(218) 825-0684

PART OF SECTION 18
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FOR: CITY OF CROSSLAKE

REGISTER (HTTP://SSO.CONSTRUCTION.COM/SINGLESIGNON/LOGIN.ASPX? REGISTER=1&SITE=SWEETS&REDIRECTURL=HTTP://SWEETS.CONSTRUCTION.COM/MANUFACTURER/MAXWELL- PRODUCTS--INC-NST154300/PRODUCTS/GAP-MASTIC-C-WIDE-CRACK-REPAIR-NST482011-P)

LOGIN



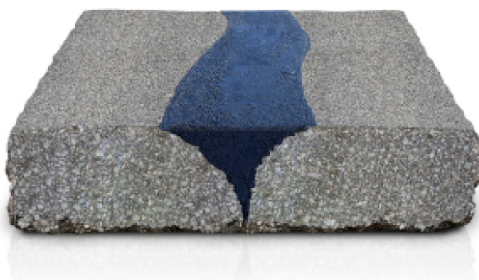
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Maxwell Products, Inc. - Gap Mastic C Wide Crack Repair

DOWNLOADS

GAP Mastic is a hot-applied polymer modified asphalt mixed with engineered aggregates and modifiers designed to fill wide cracks and defects to prevent water infiltration and restore ride quality.

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http://maxwellproducts.com/product_info/42/GAP-Mastic-C/78/Gap-C-Spec



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Maxwell Products, Inc.
650 South Delong St.
Salt Lake City, UT 84104
Tel: (800) 266-2090
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Gap Mastic B Wide Crack Repair

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**Gap Patch 570 Permanent
Pothole Repair**

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Pothole-Repair-
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Overview

Gap Mastic C Wide Crack Repair

GAP Mastic is a hot-applied polymer modified asphalt mixed with engineered aggregates and modifiers designed to fill wide cracks and defects to prevent water infiltration and restore ride quality. GAP is designed as a permanent repair solution for wide thermal cracks, fatigue cracking, rutting and depressed broken-up areas. It is also recommended for use around solid structures in flexible pavements like manholes, gutters, and drains.

Application

Read and follow application instructions before use. This product must be heated using indirect heating methods, either a double boiler or hot oil circulating kettle. Equipment must be capable of maintaining constant agitation to the material to keep aggregate suspended evenly.

Maximum safe heating temperature: 400°F (204°C).

Recommended application temperature: 380°F (193°C).

Warranty

Maxwell Products, Inc. warrants that our products will be free from defects in material or workmanship and will conform to our published specifications at the time of shipment. In the event our products fail to conform to our published specifications at the time of shipment, we will, at our expense and sole option, replace our defective product or give you a full or partial refund of the purchase price from Maxwell Products. Claims must be made within three (3) months of the date of purchase. MAXWELL PRODUCTS HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY AND ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

Available in fully meltable packaging.

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Technology	SUPPORTING MATERIAL
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